

SC4 Quality Committee Bad Aibling Meeting Summary

Quality Committee Plenary:

The Quality Committee met in plenary at the Bad Aibling meeting. The agenda was as follows:

Recap of Conveners/PPC Meeting

Team status reports

Issues

AP Publishing Improvement Project

Supplementary Directives

Transition/SC4 Quality System

AP Document Content

ATS Proposals

Plans for the week

Stuart Lord

Julian Fowler

Allison Barnard Feeney

Sheila Lewis

Sheila Lewis

Several administrative items were mentioned briefly: current lists of experts available for review, current project database available for review, meeting room usage, minutes to be provided in html, etc.

The status of each team had been reported in the SC4 Plenary meeting; team leaders had nothing further to report.

Due to time limitations, only two issues were discussed.

Process Improvement team is working the issue of coordinating the loosely related efforts to facilitate publication of SC4 standards. Tony Stewart, of RivCom, has developed a publishing improvement roadmap plan for implementing SGML in SC4 (QCN058). Stuart Lord presented the plan at a high level, and is looking for sources of funding for the work. Further discussion on this topic took place in the Process Improvement team meeting Tuesday.

Much work has been done since the last meeting regarding the Quality Committee's transition plan, and related documents. A draft transition plan (QC N057) was developed and reviewed by those on the QC exploder (qc@cme.nist.gov). The transition is intended to extend the scope of quality practices to all SC4 standards, and to transition responsibility for part quality to the SC4 project teams. An overview of the plan and its tasks was presented. The plan calls for development of an SC4 Quality System. The cornerstone of the quality system is a SC4 Quality Handbook (QC N059). The handbook references Procedures for Internal Review (QC N054), a collection of quality assessment criteria that may be used for quality assurance or quality management. The handbook also references the Quality Process Manual (QC N052) that documents the current quality review process. This document will be updated over the course of the transition to reflect lessened need for centralized review and increased reliance on project teams internal development and review processes to build quality into standards products. The quality system also calls for the development of an SC4 training program (QC N046). The above-mentioned documents are drafts, and interested readers are encouraged to provide comments via the QC exploder (qc@cme.nist.gov). An issue that was raised was that a schedule for implementation of the transition plan should be provided to Change Management team for coordination with the STEP milestones.

Proposed Quality Committee Plenary Agenda for Beijing

Recap of Conveners Meeting

Team Status Reports

Process Improvement

Methods and Metrics

Production Support

Change Management

Issues

Process Improvement:

The Quality Committee Process Improvement team met to discuss ATS process improvements and publication improvements. The ATS process improvements suggested involve the closer coupling of ATS and AP development tasks, early in the AP development process (pre-CD) (QC N068). Several short-term tactical plans were identified for piloting the

publication improvement plan. The intent is to carve out an amount of work that would provide benefit and prove the utility of SGML. See meeting minutes from this team for more information.

Proposed Process Improvement Agenda for Beijing

10303 Abstract Test Suite Content Improvement
ATS Developer Lessons Learned – 302,303,314,324,325,327
Proposal for ATS Content Improvement
Quality Metrics Best Practices, e.g. for usage scenarios

Production Support:

The Production Support team reviewed the component documents of the SC4 Quality System in its team meetings. The SC4 Quality Handbook and Procedures for Internal Review were approved, pending incorporation of the recommended changes. The team met with both WG2 and WG8 to discuss the developing SC4 quality system and to solicit input from those WGs for extending the quality practices of STEP to cover MANDATE and P-LIB. Two part reviews were conducted, for 10303-212 and 10303-231. See meeting minutes from this team for more information.

Proposed Production Support Agenda for Beijing

Sunday 8-12	QC Training for Project Leaders and Editors on Supplementary Directives
Monday 1-3	QC Review process and procedures for WG8
Tuesday 8-12 and Thursday 8-5	Team meeting to review QC documents and QC training materials
Friday 10:30-3	Review of AP214

Change Management:

Change Management convened two meetings, a project review session and a team meeting where revisions to the SEDS process (QCN055) and proposals for the next STEP and SC4 milestones were discussed and clarified. Both topics were the subject of proposed SC4 resolutions under consideration Friday. See meeting minutes from this team for more information.

Change Management Agenda for Beijing

Tuesday 1-3	Project Reviews
Wednesday 5-7:30	SEDS Report Status Identify Technology Foundation for 10303 Version 3 Roundtable

Methods and Metrics:

The Methods and Metrics team met with WG12 and WG2 to discuss Procedures for Application Interpretation (QC N027). Recommendations for the use of parts libraries in the interpretation of STEP APs will be incorporated into the document following this meeting. This team also discussed the meaning of STEP milestones and recommended to Change Management that such milestones be technology-based. Changes to development methods, including the Supplementary Directives would not be applied until STEP release 3, though quality process changes will be applied sooner.

As of 1998/1/1 DIS parts are required to conform to the new ISO Directives Part 3. On 1998/9/1 FDIS parts will be required to conform to the new ISO Directives Part 3. The 10303 Supplementary Directives (SC4 N537) are in the process of being updated to reflect the new ISO Directives, and are being extended to all of SC4 (QC N066). An SC4/QC workshop will be held at NIST August 31-September 4 to complete the SC4 Supplementary Directives, and to simultaneously address issues for facilitating the use of SGML. See meeting minutes from this team for more information.

Proposed Methods and Metrics Agenda for Beijing

10303 Supplementary Directives
SC4 Supplementary Directives
Font and Layout Strawman
Planning

Filename: qcn070
Directory: N:\scratch\parts\abf
Template: C:\Program Files\Microsoft Office\Office\Normal.dot
Title: SC4 Quality Committee
Subject:
Author: Bill Gruttke
Keywords:
Comments:
Creation Date: 06/19/98 11:03 AM
Change Number: 3
Last Saved On: 06/19/98 11:16 AM
Last Saved By: Allison Barnard Feeney
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